

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	City Clerk/Administrative Service Director	DEPARTMENT:	Administrative Services
REPORTS TO:	City Manager	EXEMPT:	Yes
SALARY RANGE: \$161,127 - \$225,577 / Annual			

SUMMARY

Perform administrative, managerial, and professional work of highly responsible, confidential, and complex administrative duties in planning, coordinating, and directing the operations of the Administrative Services Department to include assigned office support for the divisions of the Office of the City Manager, the Office of the City Clerk, Human Resources, Risk Management, and Public Information; perform all duties related to budget preparation and administration; plan, organize, and direct the City's risk management, employee benefits programs, public information program, media releases; participate as a member of the Executive Management Team. Serve as the City's Safety Officer, EEO, ADA, and COBRA Administrator.

This is a department head position that oversees, directs, and participates in all activities of the Administrative Services Department, including short- and long-term planning, operational goals and objectives, development, and administration of departmental policies, procedures, and services. This position provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of the elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for furthering City goals and objectives within general policy guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, direct, and coordinate operations of the assigned areas; develop the organizational structure, including lines of authority, responsibility, and communications for the department in order to carry out policy and goals of the City; revise the organizational structure as required.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and corrective actions; plan, coordinate, and arrange for appropriate training of subordinates; ensure subordinates comply with applicable occupational health and safety standards and department standards regarding conduct and appearance.
- Establish policies, programs, and projects for assigned areas with the approval of the City Manager and within the policies of the City Council; prepare and submit reports as required to the City Manager regarding department activities; provide administrative support to the City Manager.

- In coordination with the City Manager, prepare annual City budgets for assigned areas; conduct financial analyses and projections; compile, review, and analyze expenditures for assigned areas.
- Oversee development and implementation of City-wide special projects as directed by the City Manager in carrying out the strategic direction of the City Council.
- As City Clerk, attend regular and special City Council public and executive sessions; participate in meetings and conferences with other City elected officials, boards, commissions, committees, administrative officers and staff, as assigned.
- Direct and evaluate risk management functions with regard to property/liability/workers' compensation claims; coordinate payment with carriers and accounting; act as liaison with outside claimants; prepare renewal for property/casualty, and worker's compensation insurances; direct city-wide safety training program; review and incorporate loss control standards to reduce insurance costs.
- Oversee the City's public information program. Oversee the quarterly City newsletter, news releases, media advisories, social media, development of media strategy, and respond to requests for information; plan, direct, coordinate, and review the work for the City's government website, under the direction of the City Manager.
- Supervise the personnel function; personnel rules and regulations for compliance and equality; maintain custody of confidential personnel files; employee training and development programs; employee events; recruitment materials; notices of employment openings; evaluation of applicants; interview processes; physical examinations; background checks; employment offers; orientation programs; salary surveys; annual review of job descriptions.
- Review and maintain Employee Handbook for compliance with such laws and ordinances, and recommend changes based on current best Employee Services practices.
- Advise and assist Department Directors in the event it is necessary to process a disciplinary action for an employee.
- Prepare and direct the preparation of a variety of written correspondence, reports, procedures, press releases, media alerts and other written materials.
- Oversee, coordinate, and review the work of staff performing the functions and activities of the City Clerk Division, including administration, election management, legislative function, and archiving of public records, public information, and document recording.
- Negotiate contracts and agreements; coordinate with legal counsel to determine needs and requirements for contractual services for the assigned areas.
- Represent Administrative Services Department to other City departments, elected officials, and outside agencies and the public; explain and interpret departmental programs, policies, and activities; investigate and resolve significant and controversial issues.
- Conduct a variety of departmental organizational and operational studies and investigations recommends modifications to programs policies, and procedures as appropriate.
- Maintain and direct the maintenance of working and official departmental files.
- Monitor changes in laws, regulations, and technology that may affect City or departmental operations; implement policy and procedural changes as required.
- Prepare, review, and present staff reports, various management and informational updates, and reports on special projects as assigned by the City Manager.

- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Attend conferences and meetings to keep abreast of the current trends of the field.
- Perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive administrative direction for the City Manager. The work provides for a wide variety of independent decision making, within legal and general policy and regulatory guidelines.

Exercise general direction and supervision over professional and administrative support staff.

QUALIFICATIONS

- **Knowledge of:**
 - Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
 - Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal governmental administration.
 - Applicable Federal, State, and local laws, codes, and regulations.
 - Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
 - Technical, legal, financial, and public relations problems associated with the management of administrative services programs.
 - Methods and techniques for the development of presentations, contact negotiations, business correspondence, and information distribution; research and reporting method, techniques, and procedures.
 - Record keeping principals and procedures.
 - Modern office practices, methods, financial programs, and computer equipment and applications related to the work.
 - English usage with accurate grammar, spelling, vocabulary, and punctuation.
 - Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
 - Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.
- **Ability to:**
 - Develop and implement goals, objective, policies, procedures, work standards, and internal controls for the department and assigned program areas.
 - Provide administrative and professional leadership and direction for the department and the City.
 - Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
 - Plan, organize, direct, and coordinate the work of administrative and professional personnel; delegate responsibility; select, motivate, and evaluate the work of staff and train staff in work procedures.
 - Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of administrative services programs and administrative activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects a multiple task in an effective and timely manner; organize own work set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

● **Education, Experience and Training:**

Graduation from an accredited four-year college or university with major coursework in public administration or a related field and have served (7) years of increasingly responsible experience, including supervisory experience, preferably in municipal administration. Any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job listed above may be substituted on a year-to-year basis.

PHYSICAL DEMANDS

The employee is regularly required to sit, stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl. Work in this position is generally limited to a standard office environment, but the employee must occasionally lift and/or move up to 25 pounds. The employee is also regularly required to read, talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception, and the ability to adjust focus.

Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing department policies and procedures.

Must be willing to work a varied schedule of hours, which may include evenings, and/or weekends.

COMMENTS

The intent of this job description is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this job title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Signature: _____ Date: _____